

## EDITED KSA LISTING

### CLASS: Medical Transcriber

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
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	Knowledge of:
<b>K1.</b>	General knowledge of office procedures (e.g., filing, receiving, directing, routing, auditing, storing, etc.) related to health care services to routinely and appropriately perform assigned duties.
<b>K2.</b>	General knowledge of office supplies and equipment (e.g., transcribing systems, word processor, photocopier, fax, multi-line telephone, etc.) related to health care services to routinely and appropriately perform assigned duties.
<b>K3.</b>	Advanced knowledge of technical medical terminology including anatomy, physiology, pharmacology and psychology/psychiatry and abbreviations in order to accurately translate spoken words into written form.
<b>K4.</b>	General knowledge of various medical forms and reports (e.g., chronos, history and physicals, consultations, progress notes, etc.) to ensure appropriate documentation and processing.
<b>K5.</b>	Advanced knowledge of business English and correspondence to provide clear and accurate communication and documentation of inmate/patient health care.

	Skill to:
<b>S1.</b>	Skill to accurately type from recorded dictation, rough draft, etc., in order to efficiently transcribe medical reports, correspondence and other data.
<b>S2.</b>	Skill to spell and define words correctly in order to provide clear and accurately transcribed medical reports, correspondence, and other data.
<b>S3.</b>	Skill to read and write English at a level conducive to successful job performance to understand and/or provide clear and accurately transcribed medical reports, correspondence, and other data.
<b>S4.</b>	Skill to perform basic arithmetical computations to understand and/or provide clear and accurately transcribed medical reports, correspondence, and other data.
<b>S5.</b>	Skill to follow oral and written directions to understand and/or provide clear and accurately transcribed medical reports, correspondence, and other data.
<b>S6.</b>	Skill to evaluate situations in order to recommend and/or take an appropriate course of action.
<b>S7.</b>	Skill to perform clerical duties (e.g., receiving, directing, storing, auditing, routing, etc.) related to health care services in order to routinely and appropriately complete assigned duties.
<b>S8.</b>	Skill to accurately transcribe difficult dictation involving a variety of medical specialties to provide clear and accurate medical reports, correspondence, and other data.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
S9.	Skill to operate equipment (e.g., word processor, Lanier or Dictaphone systems, audio tapes, etc.) related to transcription functions in order to provide clear and accurate medical reports, correspondence, and other data.
	<b>Skill to:</b>
S10.	Skill to accurately type from medical manuscript, rough draft, or typewritten material, etc. in order to efficiently transcribe medical reports, correspondence and other data.
S11.	<b>Skill to utilize various types of electronic information systems used by the department to accurately identify and distribute health care information.</b>
S12.	<b>Skill to organize and prioritize assignments in order to achieve effective work methods and ensure efficiency.</b>